

**CLASS TITLE: RECORDS AND IDENTIFICATION
OFFICER - CAPTAIN**

**Class Code: 02566300
Pay Grade: 28A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and participate in the preparation, updating, and maintenance of manual and computer records of people committed to the Adult Correctional Institutions, to review records to determine inmate status and ensure accuracy and completeness of files; and to do related work as required.

SUPERVISION RECEIVED: Works under general direction with wide latitude to exercise initiative and independent judgement; work is subject to review generally upon completion through examination of records.

SUPERVISION EXERCISED: Plans, organizes and reviews the work of subordinate officers and clerical personnel within the work unit; reviews work in process and upon completion to ensure accuracy and conformance to record keeping standards and polices.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and participate in all inmate recordkeeping activities in the Department of Corrections.

To train subordinates in: the proper use of computerized telecommunications tracking systems and the department's computer filing system; proper recordkeeping methodologies; and all other processes and procedures relating to inmate record keeping and identification.

To serve as part of the management team and to participate in the establishment of performance standards for subordinates and take corrective measures to implement these standards.

To prepare roll calls, work assignments and posts, schedule relief, sick leave and annual leave for officers, and coordinate identification services within the institution.

To review inmate records to ascertain pertinent information such as amount of bail to be posted, possible early release date, date of parole or extradition; or eligibility for other programs which may involve data concerning bail or sentence status such as the Home Confinement Program.

To photograph newly admitted inmates, prepare negatives and, as required, develop contract prints.

To take and classify fingerprints using the Henry System of fingerprint identification.

To contact court clerks to clarify inmate records.

To take bail payments, deposit to department bail funds, and prepare checks for court districts.

To update inmate records based on sentencing, addition or deletion of charges, change of bail, or proceeding to Superior Court.

To contact police department and other law enforcement agencies to clarify the status of pending charges, detainer and warrants filed on inmates.

To maintain custody and control of inmates and maintain order and discipline during processing.

To make regular and irregular inmate checks while they are in custody during the identification process.

As required, to testify in court concerning the identification records of the institutions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the policies, standards, methods and techniques applied to keeping inmate records at the Department of Corrections; a working

knowledge of the Henry System of classifying fingerprints; a working knowledge of black and white photograph developing techniques; the ability to take fingerprints and photographs, a working knowledge of basic math; the ability to interview persons under adverse conditions and secure identification data; the ability to compile, edit and prepare records, reports, and other data; the ability to operate a computerized record keeping system; a working knowledge of the National and R.I. Law Enforcement Telecommunications System; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position of the kind and level of a Correctional Officer including some experience in record keeping and identification for law enforcement purposes.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: The following conditions of employment must be met at the time of appointment: Must have successfully completed the Rhode Island Department of Corrections Correctional Officer Training Academy Program

Class Revised: February 23, 1992

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